



Deliverable 6.1:
Implementation of the Consortium Document Repository

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1. Introduction

CHAMELEONS (CHampioning A Multi-sectoral Education and Learning Experience to Open New pathways for Doctoral Students) has established a shared document repository which can be accessed by all members of the consortium. It has been established in the Google Drive of the Project Co-ordinator and has been shared with all consortium beneficiaries and partners.

The Chameleons document repository is located in a shared google drive. The purpose of the shared repository is to:

1. Provide a shared access point for all involved in the CHAMELEONS project.
2. Provide quick easy access to all beneficiaries and partners.
3. Give access to the most up to date information and documentation relating to the project.
4. Ensure all documentation is located in one place.
5. Ensure that there is an accurate record of the decisions made throughout the project

2. Policy regarding the document repository

1. All partners will have access to the repository.
2. All partners can upload documents to the CHAMELEONS Google drive.
3. All partners are asked to notify the Project Manager if they upload information to the CHAMELEONS Google Drive.
4. The Programme Manager and Project Co-ordinator (or anyone who has been given permission by the Project Manager or Project Co-Ordinator) may amend/edit the contents of the repository.
5. The Google drive will be regularly updated by the Project Manager.
6. The architecture of the folders in the drive will be as follows:
 - Work packages, tasks, associated deliverables.
 - Partners
 - Deliverables
 - Chronologically
 - Alphabetically

3. A Selection of Screen Shots of the Document Repository

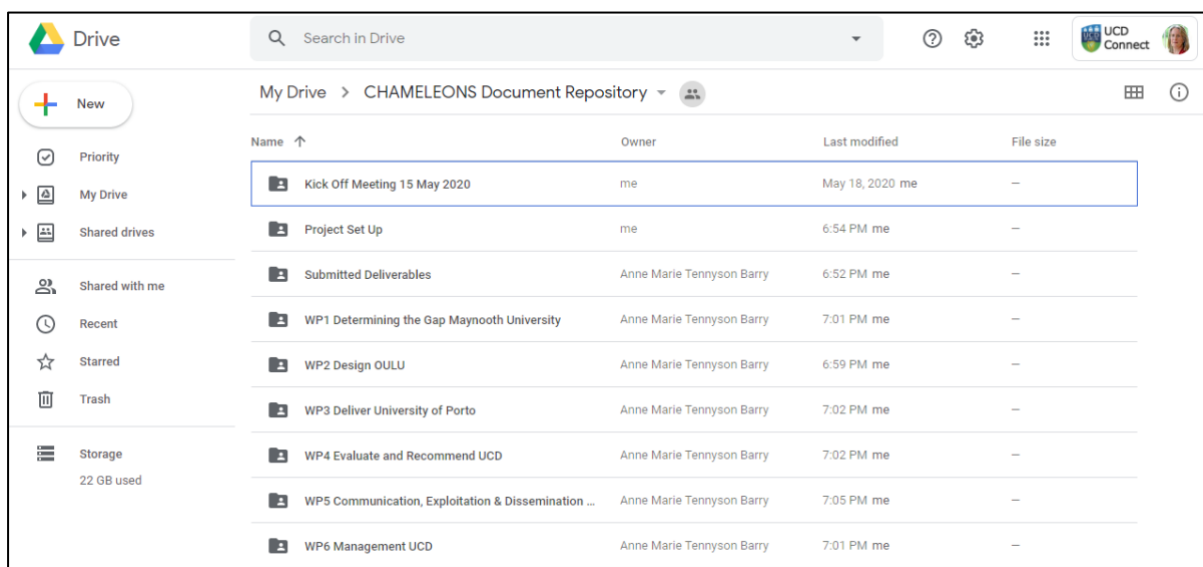


Image 1. The folders located within the CHAMELEONS Document Repository are listed.

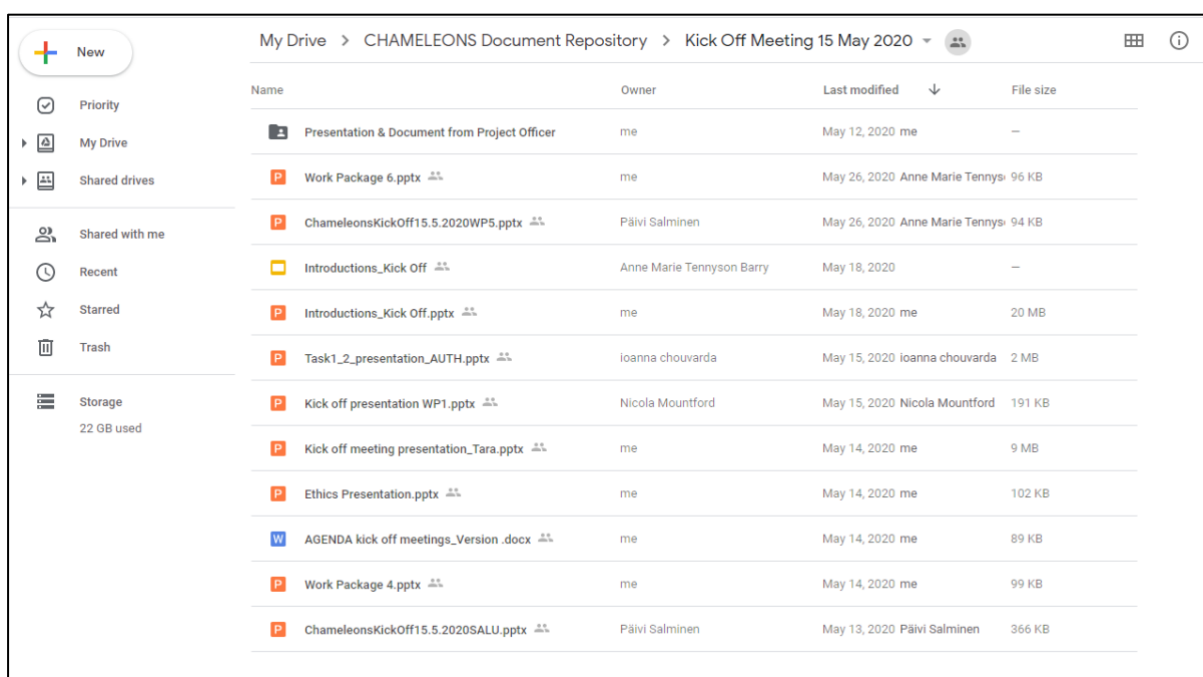


Image 2. The Kick-off Meeting folder contents with the presentation files located within the repository.

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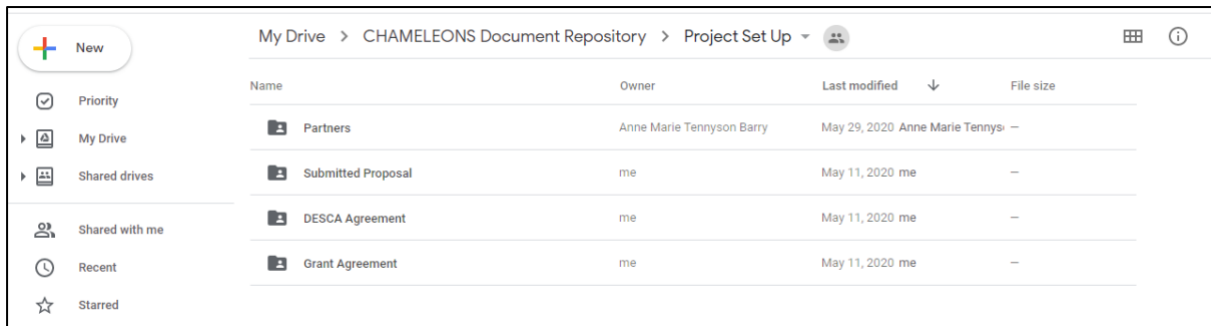


Image 4. The project set up folder.

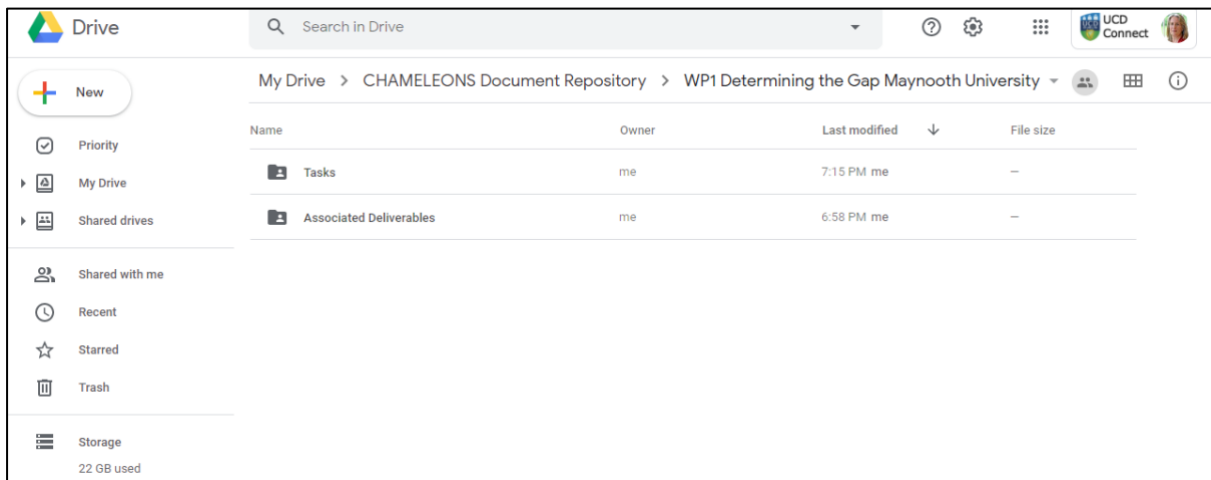


Image 5. An example of the work package file, WP1 Determining the Gap.